

HEATING, VENTILATION, AIR CONDITIONING (HVAC) MECHANIC I

GENERAL RESPONSIBILITIES

Services and maintains heating, ventilation, air conditioning equipment and systems in accordance with applicable Federal, State and local laws. Works under the direction of a lead HVAC Mechanic or Facilities Supervisor.

ESSENTIAL TASKS include the following; other duties may be assigned.

1. Perform visual and operational inspections on mechanical systems
2. Perform tests, troubleshoot, adjust, replace, and preventative maintenance service on HVAC systems and equipment
3. Perform basic mechanical installations
4. Operate diagnostic computer equipment
5. Maintain clean, orderly, and safe work environment
6. Complete paperwork and assists in writing specifications
7. Report to work outside of normal working hours for emergency operations
8. Perform related duties as to specific assignments
9. Any employee may be identified as Essential Personnel during emergency situations.
10. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
11. Communicate with managers, supervisors, co-workers, citizen, and others, maintain confidentiality; and represent the County

EDUCATION AND EXPERIENCE

1. High school diploma or general education diploma (GED)
2. Three years HVAC work experience
3. Two years technical training in heating, ventilation, air conditioning (HVAC) preferred*

*A comparable amount of training and experience may be substituted for the minimum qualifications.

KNOWLEDGE, SKILLS AND ABILITIES

1. Read and interpret manuals, information and policies
2. Complete paperwork such as work orders, specifications, and time cards
3. Use mechanical hand tools, C.F.M, air volume gauge, refrigerant reclaimer, manifold gauges, vacuum pump, leak tester, pipe threader, welder/acetylene torch, amp and voltage meter, 2-way radio, electric and other test and maintenance equipment
4. Apply detailed knowledge of mechanical and electrical systems
5. Use computer software programs and/or other applications

CERTIFICATES, LICENSES, REGISTRATIONS

1. Valid driver's license
2. DOT (Department of Transportation) Physical Card
3. CFC Certificate, Class II minimum
4. Requires criminal background check as condition of employment